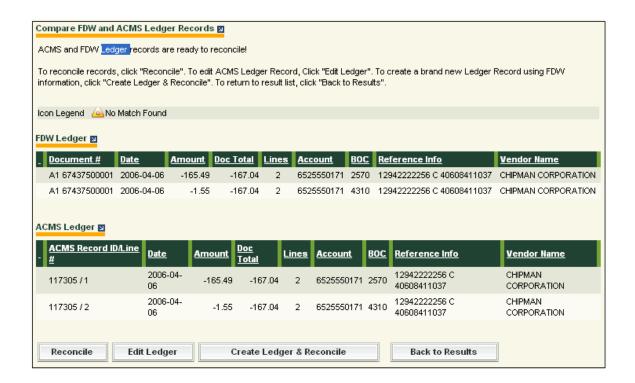
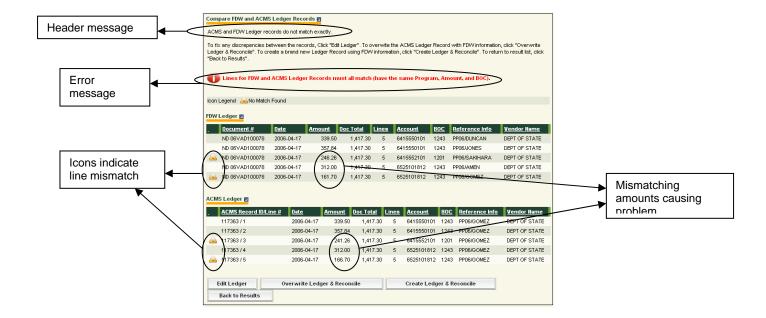
DOCUMENT COMPARE

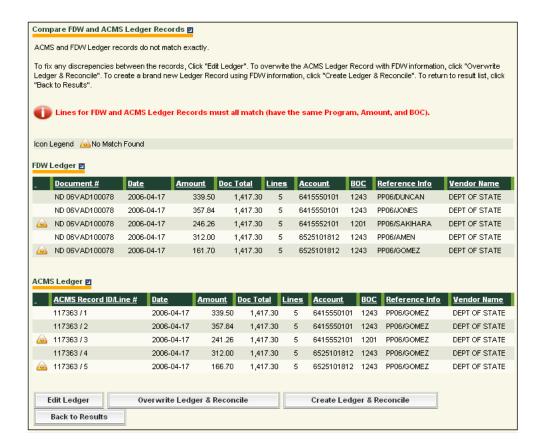
- Once a potential match has been found, the comparison screen allows you to drill down further and see if it is an actual match.
- FDW ledger record displayed on top, ACMS ledger record below.
- In order to reconcile the records, the following must match:
 - Document Total
 - Number of line items
 - Each line item must match on:
 - Amount
 - BOC
 - Program



- Let's look at an example where records are not ready to reconcile:
 - "Reconcile" button is not visible at this point.
 - Message in header alerts the user that the records are not ready to reconcile.
 - Error messages will provide details on what is preventing reconciliation.
 - In this example, the lines do not match.
 - Icons on the left point out the specific ledger lines that do not match.



- For non matching records, following options are available:
 - "Edit Ledger": Fix ACMS ledger record manually so it matches FDW ledger.
 - "Overwrite Ledger & Reconcile": Copy over FDW information into ACMS ledger record. This will wipe away ACMS ledger lines, as well as header information and copy over the FDW information.
 - "Create Ledger & Reconcile": Create a brand new ledger record from FDW data. This option is available in case the user knows that the ACMS ledger is not the correct one and there are no other ACMS ledger records that match the displayed FDW ledger record.
 - "Back to Results": Return to match screen and continue searching.



- Clicking the "Overwrite" or "Create Ledger" buttons will take you into the Edit Ledger Record screen. You will be able to edit agreement, strategic elements, and comment type fields, but will not be able to change information taken from the FDW ledger record.
- Once you are through editing information, click "Save & Reconcile" button.
- You will be taken back to the match screen where you can continue the reconciliation process.
- Click "Cancel" if you need to go back to compare screen.

